

TOWN OF TYNGSBOROUGH

Office of the Board of Selectmen

25 Bryant Lane

Tyngsborough, MA 01879

Tel: 978 649-2300 Ext. 100 Fax: 978 649-2320

APPROVED

Board of Selectmen Meeting Minutes

Tuesday, November 13, 2012 at 6:00 P.M.

Community Room, Town Offices, 25 Bryant Lane

Members Present: Selectwoman Karyn Puleo, Selectman Rick Reault, Selectman Robert Jackson, Selectman Allen Curseaden, Selectman Corliss Lambert.

Staff Present: Town Administrator Michael Gilleberto, Admin Assistant Therese Gay

The listing of matters are those reasonable anticipated by the Chairman which may be discussed at the meeting. Not all items listed may in fact be discussed, and other items not listed may also be brought up for discussion to the extent permitted by law.

1. 6:00 PM Open Meeting/Pledge of Allegiance/Board Introduction/Read Agenda

The Chairman called the meeting to order. The Pledge of Allegiance was recited. The Agenda was read by Rick Reault, Clerk. The Board was introduced.

2. Meeting Minutes Pending

A. Monday, October 1, 2012 (Regular Session) - Approve

The Board voted 5-0-0 on a motion by Selectman Reault, second by Selectwoman Puleo to approve the minutes of Monday October 1, 2012.

B. Monday, October 22, 2012 (Regular Session) - Approve

The Board voted 5-0-0 on a motion by Selectman Reault, second by Selectwoman Puleo to approve the minutes of Monday October 22, 2012.

3. New Business - 2012 Tax Classification Hearing

The Board voted 5-0-0 on a motion by Selectwoman Puleo, second by Selectman Reault to open the Tax Classification Hearing as advertised this hearing is necessary to set the factor so that the Board of Assessors can set the tax rate for FY 2013. The Board voted 5-0-0 on a motion by Selectwoman Puleo, second by Selectman Reault to waive the reading of the advertisement. The Board invited Assessor Phil O'Brien and Assessor Anne Conant to come forward to present the options available and for the Board of Selectmen to determine whether or not to shift the tax rates among the various classes of property. There are 4 classes they are residential, commercial, industrial and personal property. The Town has in the past maintained a residential factor of '1'. The tax rate has remained the same for the 4 classes of property. The Town does not have a large percentage of non-residential properties. After a brief discussion the Board voted 5-0-0 on a motion by Selectman Reault, second by Selectwoman Puleo to close the hearing. The Board voted 5-0-0 on a motion by Selectman Reault, second by Selectwoman Puleo for the Town to keep the tax rate at a Factor of '1'.

4. Brief Recess to sign Tax Classification paperwork

The Board recessed for 10 minutes to take the time to sign the necessary paper work.

5. Highway Department - Appointment and Retiree Recognition

The Board invited Mr. and Mrs. Tom Makevich to recognize him for his dedication to the Town. Mr. Mackevich retired from the Highway Department on November 2, 2012 after 36 years of service. Highway Foremen Jim Hustins and Rick Gill were also in attendance to wish Tom well in his

retirement. Selectman Reault read the letter of recognition signed by Board and presented to Mr. Makevich.

With the retirement of Mr. Makevich the position of Highway Working Foreman became vacant. The position was posted internally and three candidates applied, Mr. Bergeron, Mr. Clancy and Mr. Lannan. The interviews were conducted by Senior Highway Foreman James Hustins and the Town Administrator. Based on the interviews the Administrator is recommending Mr. William Lannan for the position. The Board acting on the recommendation of the Administrator voted 5-0-0 on a motion by Selectwoman Puleo, second by Selectman Lambert to appoint William Lannan as the Highway Working Foreman effective Thursday November 15, 2012.

6. 6:15 PM Work Session:

The Board concluding the open session voted 5-0-0 on a motion by Selectwoman Puleo, second by Selectman Reault to enter into a work session for the purpose of interviewing candidates for the position of Assistant Town Administrator and to adjourn at the conclusion.

A. Assistant Town Administrator Interviews

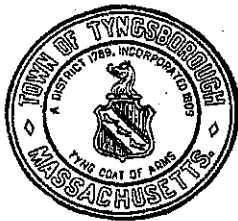
The Board interviewed the three candidates recommended by the Administrator and Selectwoman Puleo and Selectman Lambert. The candidate's names were brought forward by the Screening Committee. The Committee reviewed the 40 applications that were received, and of those eight were selected for interviews of the eight the Committee brought four candidates to the Board for consideration, one candidate withdrew from consideration. The three candidates interviewed this evening were Matthew Hanson, David Gagne and Nina Nazarian. The three candidates were interviewed by the Board and the three candidates answered the questions asked of them in a confident and respectful manner. Each candidate had the diverse qualifications needed to become the Assistant. The Board after a brief discussion voted 5-0-0 on a motion by Selectwoman Puleo, second by Selectman Reault to accept the Administrator's recommendation and appoint Nina Nazarian as the Assistant Town Administrator and to offer employment under the Personal By-Law.

7. Adjournment

The Board voted 5-0-0 on a motion by Selectman Reault, second by Selectman Lambert to adjourn the meeting. The meeting adjourned at 9:40 PM.

Respectfully Submitted by
Therese Gay
Admin Assistant

Approved on Monday November 19, 2012



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- 3. New Business - 2012 Tax Classification Hearing**
- 4. Brief Recess to sign Tax Classification paperwork**
- 5. Highway Department - Appointment and Retiree Recognition**
- 6. 6:15 PM Work Session:**
 - A. Assistant Town Administrator Interviews**
- 7. Adjournment**

Future Meetings

Monday, November 19, 2012 at 6:00 PM at the Town Offices

Monday, December 3, 2012 at 6:00 PM at the Town Offices

Monday, December 17, 2012 at 6:00 PM at the Town Offices